

**BUDGET EXAMPLE – Budget Tables & Narrative Detail****4. BUDGET**

The total funding amount is \$400,000 comprised of \$200,000 for petroleum sites and \$200,000 for hazardous substance sites.

**4.1 Budget Tables**

<b>EXAMPLE Project Budget Table: Hazardous Substances</b>					
<i>Calculating Totals – highlight all of the numbers in the columns with your cursor and press F9 to calculate new subtotal and total amounts</i>					
Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterization	Cleanup Planning	
Personnel	\$1,923	\$2,400	\$0	\$769	<b>\$5,092</b>
Fringe Benefits	\$577	\$720	\$0	\$231	<b>\$1,528</b>
Travel	\$1,605	\$0	\$0	\$0	<b>\$1,605</b>
Equipment	\$0	\$0	\$0	\$0	<b>\$ 0</b>
Supplies	\$0	\$0	\$0	\$0	<b>\$ 0</b>
Contractual	\$5,659	\$5,000	\$150,778	\$15,565	<b>\$177,002</b>
Other: State Oversight	\$0	\$0	\$10,843	\$3,435	<b>\$14,278</b>
Other: Workshop Registration Fees	\$495	\$0	\$0	\$0	<b>\$ 495</b>
Other: Subawards	\$0	\$0	\$0	\$0	<b>\$ 0</b>
<b>Task Totals</b>	<b>\$10,259</b>	<b>\$8,120</b>	<b>\$161,621</b>	<b>\$20,000</b>	<b>\$200,000</b>

<b>EXAMPLE Project Budget Table: Petroleum</b>					
<i>Calculating Totals – highlight all of the numbers in the columns with your cursor and press F9 to calculate new subtotal and total amounts</i>					
Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterization	Cleanup Planning	
Personnel	\$1,923	\$2,400	\$0	\$769	<b>\$5,092</b>
Fringe Benefits	\$577	\$720	\$0	\$231	<b>\$1,528</b>
Travel	\$1,605	\$0	\$0	\$0	<b>\$1,605</b>

Equipment	\$0	\$0	\$0	\$0	<b>\$ 0</b>
Supplies	\$0	\$0	\$0	\$0	<b>\$ 0</b>
Contractual	\$5,659	\$5,000	\$150,778	\$15,565	<b>\$177,002</b>
Other: State Oversight	\$0	\$0	\$10,843	\$3,435	<b>\$14,278</b>
Other: Workshop Registration Fees	\$495	\$0	\$0	\$0	<b>\$ 495</b>
Other: Subawards	\$0	\$0	\$0	\$0	<b>\$ 0</b>
<b>Task Totals</b>	<b>\$10,259</b>	<b>\$8,120</b>	<b>\$161,621</b>	<b>\$20,000</b>	<b>\$200,000</b>

**EXAMPLE Project Budget Table: Combined Hazardous Substances + Petroleum**

*Calculating Totals – highlight all of the numbers in the columns with your cursor  
and press F9 to calculate new subtotal and total amounts*

Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterization	Cleanup Planning	
Personnel	\$3,846	\$4,800	\$0	\$1,538	<b>\$10,184</b>
Fringe Benefits	\$1,154	\$1,440	\$0	\$462	<b>\$3,056</b>
Travel	\$3,210	\$0	\$0	\$0	<b>\$3,210</b>
Equipment	\$0	\$0	\$0	\$0	<b>\$ 0</b>
Supplies	\$0	\$0	\$0	\$0	<b>\$ 0</b>
Contractual	\$11,318	\$10,000	\$301,556	\$31,130	<b>\$354,004</b>
Other: State Oversight	\$0	\$0	\$21,686	\$6,870	<b>\$28,556</b>
Other: Workshop Registration Fees	\$990	\$0	\$0	\$0	<b>\$ 990</b>
Other: Subawards	\$0	\$0	\$0	\$0	<b>\$ 0</b>
<b>Task Totals</b>	<b>\$20,518</b>	<b>\$16,240</b>	<b>\$323,242</b>	<b>\$40,000</b>	<b>\$400,000</b>

## 4.2 Budget Narrative – Combined Hazardous Substances & Petroleum

### 4.2.1 Budget Narrative by Task – Combined Haz Sub & Petro

**Task 1 – Project Management & Reporting** - \$20,518 Total, (\$10,259 haz sub & \$10,259 petroleum)

This task will be led by the City's Project Manager supported by the City's environmental contractor. Project management and reporting will be ongoing throughout the project term.

- **\$5,000 City Personnel: Project coordination.** 96 hours at \$40/hour plus 30% fringe for environmental contractor procurement and project coordination perform those activities necessary to manage the Project in accordance with the work plan and meet all required statutes, circulars, and terms and conditions, including establishment and maintenance of necessary Cooperative Agreement records and files.
- **\$3,210 Travel/Training:** City Project Manager and one member of the Advisory Committee to attend one State or regional and one national brownfields conference. Travel/Training costs were calculated as follows:

Regional Conference Estimate (based on Salem, OR Conference 05/2014 costs)

- Hotel \$86/night x 2 nights x 1 event/year x 2 persons x 1 year = \$344
  - Per diem \$36.80/day, x 2 days/event x 2 persons = \$147
- Regional Subtotal = \$491

National Conference Estimate (based on Brownfields Atlanta, GA)

- Airfare \$617.50/event x 1 event/year x 2 persons x 1 year = \$1,235.00
  - Airport parking \$10/day x 4 days/event x 1 vehicle x 1 year = \$40.00
  - Hotel \$133/night x 4 nights x 1 event/year x 2 persons x 1 year = \$1,064.00
  - Per diem \$47.50/day x 4 days x 2 persons x 1 year = \$380
- National Subtotal = \$2,719

- **\$11,318 Contractual:** Reporting to EPA, update ACRES database, prepare final performance report, 113.18 hours at \$100/hour.
- **\$990 Other: Registration Fees - State/Regional and National Brownfields Conferences,** City Project Manager and one Advisory Committee member.

State/Regional Brownfield Conference registration, \$195/event x 1 event/year x 2 persons x 1 year = \$390;

National Brownfields Conference Registration, \$300/event x 1 event/year x 2 persons x 1 year = \$600.

**Task 2 – Public Involvement:** \$16,240 Total (\$8,120 from hazardous substance funds and \$8,120 from petroleum funds).

- **\$6,240, City Personnel:** (120 hrs at \$40/hr + 30% fringe).
- **\$10,000 Contractual:** Environmental contractor outreach (100 hours at average billing rate of \$100/hr).

The total EPA funded budget for this project is \$400,000, comprised of \$200,000 from the petroleum budget and \$200,000 from the hazardous waste budget.

The City understands that indirect costs are not eligible for reimbursement by cooperative agreement funding. Project activities performed in whole or part with EPA cooperative agreement funds will comply with all applicable state laws and cross-cutting federal requirements.

**Task 3 – Site Inventory and Characterization (Phase I and II ESAs): \$301,556 Total**

(\$150,778 from hazardous substance funds and \$150,778 from petroleum funds)

- **\$14,000 Contractual: Inventory.** Environmental contractor creation and prioritization of brownfield inventory, site selection, eligibility determinations (140 hrs at \$100/hour).
- **\$144,000 Contractual: Phase I ESAs.** We anticipate completing up to 40 Phase I ESAs on simple sites at an average cost of \$2,350/each and up to 10 Phase I ESAs of complex sites at an average cost of \$5,000/each.
- **\$139,556 Contractual: Phase II ESAs** (6 Phase II ESAs at \$23,259.33 each, see breakdown below for one Phase II ESA.

**Phase II Cost Estimate Breakdown**

- \$16,100, Environmental contractor (161 hours at \$100/hour) – HASP, SAP, Phase II ESA implementation and reporting
- Laboratory analysis of Examples: \$2,326
- Driller: \$3,333.33
- Other (utility locating, geophysical survey, etc): \$1,500
- **\$4,000 Contractual: QAPP Preparation** Environmental contractor, 40 hours at \$100/hour.
- **\$21,686 State Oversight (Other):** 125.35 hours at \$173/hour.

**Task 4 – Cleanup Planning.** \$40,000 Total (\$20,000 from petroleum funds, \$20,000 from hazardous substances funds). Cleanup plans will be developed for two properites. The plans will be prepared by a team of qualified professionals. If feasible and desired, Final Cleanup Plans will be prepared, and solicitations, and/or contracts for hiring a contractor to implement the final cleanup plan will be prepared.

- **\$2,000, City Personnel:** If feasible or desired, the City will use cooperative agreement funds to prepare solicitations, and/or contracts for hiring a contractor to implement the

final cleanup plan selected for up to two properties (38.5 hrs at \$40/hour plus 30% fringe).

- **\$31,130 Contractual:** Develop up to two ABCAs and Final Cleanup Plan reports, Environmental contractor (311.3 hrs at \$100/hr)
- **\$6,870 Other - STATE Oversight:** (39.71 hours at \$173/hr).
- 

#### 4.2.2 Budget Narrative by Budget Category - Combined Haz Sub & Petro

*Calculating Totals – highlight all of the numbers in the columns with your cursor and press F9 to calculate new subtotal and total amounts*

##### I. Personnel

Position/Title	Annual Salary	Percent of Time Assigned to Project	Amount
Project Manager	\$83,200	12.24%	
		Task 1	\$3,846
		Task 2	\$4,800
		Task 4	\$1,538
<b>Total Personnel</b>			\$10,184

##### II. Fringe Benefits

30% of Basic Salary: Includes retirement, health benefits, annual and sick leave and life insurance		
	Task 1	\$1,154
	Task 2	\$1,440
	Task 4	\$ 462
<b>Total Fringe Benefits</b>		\$3,056

##### III. Travel

<b>Task 1</b>	
<b>State/Regional Brownfields Conference</b> , 2 persons, Location and Date TBD (Costs based on Oregon Brownfields Conference in Salem, Oregon)	
Hotel (\$86/night x 2 persons x 2 nights)	\$344
Per diem (\$36.80/day, x 2 days/event x 2 persons)	\$147
<b>Subtotal</b>	<b>\$491</b>
<b>EPA National Brownfields Conference</b> , 2 persons, Location and Date TBD (Costs based on National Brownfields Conference in Atlanta, GA)	
Airfare (\$617.50/event x 1 event/year x 2 persons x 1 year)	\$1235
Airport parking \$10/day x 4 days/event x 1 vehicle x 1 year	\$40
Hotel \$133/night x 4 nights x 1 event/year x 2 persons x 1 year	\$1064
Per diem \$47.50/day x 4 days x 2 persons x 1 year	\$380
<b>Subtotal</b>	<b>\$2,719</b>
<b>Total Travel</b>	<b>\$3,210</b>

#### IV. Contractual

For additional narrative to support contractual costs, please see Section 4.2 Combined Budget Narrative by Task.

Task 1	\$ 11,318
Task 2	\$ 10,000
Task 3	\$301,556
Task 4	\$ 31,130
<b>Total Contractual</b>	<b>\$354,004</b>

#### V. Other: State Oversight

For additional narrative to support State Oversight costs, please see Section 4.2 Combined Budget Narrative by Task.

State Oversight Costs	Task 3	\$21,685
	Task 4	\$ 6,871
	<b>Total State Oversight</b>	<b>\$28,556</b>

**VI. Other: Brownfield Conference Registration Fees**

For additional narrative to support State Oversight costs, please see Section 4.2 Combined Budget Narrative by Task.

<b>Brownfield Conference Registration Fees</b> To support attendance at 2 conferences (Regional & National) for 2 staff each conference	Task 1	\$990
	Total Registration Fees	\$ 990

**Total Cooperative Agreement Budget**

**\$400,000**